

APPENDIX M

Assignment Qualifications and Procedural Guidance for Waivers

A. ASSIGNMENT QUALIFICATIONS: PM. MDAP (ACAT I)

1. Standards

a. The Program Management Course (PMC) or the Advanced Program Management Course (APMC), and the Executive Program Manager Course (EPMC) at the DSMC, or USD(A&T) approved comparable course.

b. Eight years of acquisition experience, 4 of which were performed in a program office or similar organization. Two of these 4 years may have been performed in a position of equivalent responsibility in acquisition.

c. Written agreement to stay in the assignment through completion of the milestone closest to 4 years.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the Defense Acquisition Executive (DAE), delegable only to the DACM.

3. Waiver Procedures

a. Appointing authority shall submit a DD Form 2595, "Department of Defense PM and/or DPM Waiver Request," (or equivalent), to the DACM. If an ACAT I (D) program, the SAE submits to the USD(A&T), as part of consultation before appointment of a PM.

b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

4. References

a. Standards. 10 U.S.C. 1734(b)(2), 1735(b); 1737(b), and 1737(c); and DoD Instruction 5000.58, paragraphs F.5.c., and subparagraphs F.6.b.(3), and F.6.f.(8) (references (d) and (g)).

b. Waivers. Sections 1737(c) of reference (d), and subparagraphs F.6.b.(4) and F.6.f.(7). of reference (g).

c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.i., and enclosures 14 and 25 (reference (y)).

5. Comments

a. Those are CAPS requiring Acquisition Corps membership. The provisions of sections J. and L., below, are additionally applicable.

b. Acquisition Corps members who do not meet the standards in subsection A. 1., above, may be assigned for up to 6 months without waiver.

B. ASSIGNMENT PERIOD (TENURE): PM. MDAP (ACAT I)

1. Requirement. The PM of a MDAP, if assigned on or after October 1, 1991, may not be reassigned until completion of the major milestone occurring closest in time to the date on which the person has served for 4 years.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the DAE, delegable only to the DACM.

3. Waiver Procedures

a. Appointing authority shall submit DD Form 2593 "Waiver of Assignment Period for PMs or DPMs" (or equivalent), to the DACMs. If an ACAT I (D) program, SAE submits to USD(A&T) as part of consultation on appointment of replacement PM.

b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

4. References

a. Requirement. 10 U.S.C. 1734(b)(1) and DoD Instruction 5000.58, paragraph F.6.b. and subparagraph F.6.f.(8) (references (d) and (g)).

b. Waivers. Section 1734(d) of reference (d) and paragraph F.6.b. of reference (g).

c. Reporting. Sections 1734(d)(3), 1761(b), and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraphs F.16.d. and F.16.i., and enclosure 24; (reference (y)), and paragraphs F.6.b. and F.6.f. of reference (g).

5. Comment. PMs of an MDAP assigned prior to October 1, 1991, may not be reassigned until completion of 4 years, or completion of a major milestone. The waiver procedures in subsection B.3., above, apply.

C. ASSIGNMENT QUALIFICATIONS: DPM, MDAP (ACAT I)

1. Standards

- a. The PMC or the APMC, and the EPMC at the DSMC, or USD(A&T) approved comparable course.
- b. Six years of acquisition experience, 2 of which were performed in a program office or similar organization.
- c. Written agreement to stay in the assignment through completion of the milestone closest to 4 years.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the DAE, delegable only to the DACM.

3. Waiver Procedures

- a. Appointing authority shall submit a DD Form 2595, (or equivalent), to the DACM.
- b. Quarterly, the DACMS shall file copies of approved waivers with the Director, AET&CD.

4. References

- a. Standards. 10 U.S.C. 1734(b)(2), 1735(b) and 1737(b) and 1737(c); DoD Instruction 5000.58, subsection D.7, paragraphs F.5.c., and subparagraphs F.6.b.(3) and F.6.f.(8) (references (d) and (g)).
- b. Waivers. Sections 1737(c) of reference (d); and subparagraphs F.6.b.(4) and F.6.f.(7) of reference (g).
- c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d); and DoD Instruction 5000.55 paragraph F. 16.i., and enclosures 14 and 25 (reference (y)).

5. Comments

- a. Those are CAPS, requiring Acquisition Corps membership. Therefore, the provisions of sections J. and L., below, are additionally applicable.
- b. Acquisition Corps members who do not meet standards in subsection C. 1., above, may be assigned for up to 6 months without waiver.

D. ASSIGNMENT PERIOD (TENURE): DPM, MDAP (ACAT I)

1. Requirement. The DPM of an MDAP, if assigned on or after October 1, 1991, may not be reassigned until completion of the major milestone occurring closest in time to the date on which the person has served for 4 years.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through SAE or the DAE, delegable only to the DACM.

3. Waiver Procedures

a. Appointing authority shall submit a DD Form 2593, (or equivalent), to the DACM.

b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

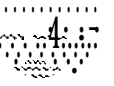
4. References

a. Requirement. 10 U.S.C. 1734(b), and DoD Instruction 5000.58 paragraphs F.6.b. and subparagraph F.6.f.(8) (references (d) and (g)).

b. Waivers. Section 1734(d) of reference (d); and paragraph F.6.b. of reference (g).

c. Reporting. Sections 1734(d)(3), 1761(b), and 1762(c)(1O) of reference (d), DoD Instruction 5000.55 paragraphs F. 16.d. and F. 16i., and enclosure 24 (reference (y)), and paragraphs F.6.b. and F.6.f. of reference (g).

5. Exception. That assignment-period requirement is statutorily waived when an individual is reassigned to another CAP from the position of DPM. In such cases, a Component-level waiver need not be processed nor submitted to the Director, AET&CD.



E. ASSIGNMENT QUALIFICATIONS: PM, SIGNIFICANT NONMAJOR DEFENSE ACQUISITION PROGRAM (ACAT II)

1. Standards

a. The PMC or the APMC, and the EPMC at the DSMC, or USD(A&T) approved comparable course.

b. Six years of acquisition experience.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the DAE, delegable only to the DACM.

3. Waiver Procedures

a. Appointing authority shall submit a DD Form 2595, (or equivalent), to the DACM.

b. Quarterly, the DACMS shall file copies of approved waivers with the Director, AET&CD.

4. References

a. Standards. 10 U.S.C. 1735(b) and 1737(b), DoD Directive 5000.52," subsection D. 10., and DoD Instruction 5000.58, subsection D.7, paragraph F.5.c., and subparagraph F.6.b.(3) (references (d), (h), and (g)).

b. Waivers. Section 1737(c) of reference (d), and subparagraphs F.6.b.(4) and F.6.f.(7) of reference (g).

c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F. 16.i. and enclosure 14 (reference (y)).

5. Comments

a. Acquisition Corps members who do not meet the standards in subsection E. 1., above, may be assigned for up to 6 months without waiver.

b. PMs also must be members of an Acquisition Corps. See sections J. and L., below, for standards and waivers for CAPS and Acquisition Corps membership.

F. ASSIGNMENT QUALIFICATIONS: DPM, SIGNIFICANT NONMAJOR DEFENSE ACQUISITION PROGRAM (ACAT II)

1. Standards

a. The PMC or the APMC, and the EPMC at the DSMC, or USD(A&T) approved comparable course.

b. Four years of acquisition experience.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the DAE, delegable only to the DACM.

3. Waiver Procedures

a. Appointing authority shall submit DD Form 2595, (or equivalent), to the DACM.

b. Quarterly, DACMS shall file copies of approved waivers with the Director, AET&CD.

4. References

a. Standards. 10 U.S.C 1734(b)(2), 1735(b) and 1737(b), and DoD Instruction 5000.58 paragraph F.5.c. and subparagraph F.6.b.(3) (references (d) and (g)).

b. Waivers. Sections 1737(c) of reference (d), and subparagraphs F.6.b.(4) and F.6.f.(7) of reference (g).

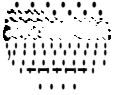
c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d); and DoD Instruction 5000.55, paragraph F.16.i. and Enclosure 14 (reference (y)).

5. Comments

a. Acquisition Corps members who do not meet the standards in subsection F. 1., above, may be assigned for up to 6 months without waiver.

b. DPMs must also be a members of an Acquisition Corps. See sections J and L, below, for standards and waivers for CAPS and Acquisition Corps membership.

G. ASSIGNMENT QUALIFICATIONS: PEOS



1. Standards

a. The PMC or the APMC, and the EPMC at the DSMC, or USD(A&T) approved comparable course.

b. Ten years of acquisition experience, 4 of which were performed in a CAP.

c. Held a position as a PM or DPM.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the DAE, delegable only to the DACM.

3. Waiver Procedures

a. Appointing authority shall submit DD Form 2597, "Department of Defense Program Executive Officer Waiver Request," (or equivalent), to the DACM. SAE submits to the USD(A&T) as part of consultation prior to appointment of PEO.

b. Quarterly, the DACMS shall file copies of approved waivers with the Director AET&CD.

4. References

a. Standards. 10 U.S.C. 1735(c) and 1737(b), and DoD Instruction 5000.58,, paragraph F.6.c.(references (d) and (g)).

b. Waivers. Sections 1737(c) of reference (d), and subparagraph F.6.f.(7) of reference (g).

c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.i., and enclosures 14 and 26 (reference (y)).

5. Comments

a. PEO positions are CAPS, requiring Acquisition Corps membership. Therefore, sections J. and L., below, are additionally applicable.

b. Acquisition Corps members who do not meet the standards of subsection G. 1., above, may be assigned for up to 6 months without waiver.

H. ASSIGNMENT QUALIFICATIONS: FLAG AND GENERAL OFFICERS AND CIVILIAN EQUIVALENTS

1. Standard. Ten years of acquisition experience, 4 of which were performed in a CAP.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or DAE, delegable only to the DACM.

3. Waiver Procedures

a. Appointing authority shall submit DD Form 2599, "Department of Defense General/Flag Officer/Civilian Equivalent Critical Acquisition Position Assignment - Waiver Request," (or equivalent), to the DACM.

b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

4. References

a. Standard. 10 U.S.C. 1735(d) and 1737(b), and DoD Instruction 5000.58 paragraph F.6.d. references (d) and (g)).

b. Waivers. Sections 1737(c) of reference (d), and paragraph F.6.f.(7) of reference (g).

c. Reporting. Sections 1761(b) and 1762(c)(1O) of reference (d), and DoD Instruction 5000.55, paragraph F.16.i. and enclosures 14&27 (reference (y)).

5. Comments

a. Those are CAPS, requiring Acquisition Corps membership. Therefore, sections J. and L., below, are additionally applicable.

b. Acquisition Corps members who do not meet the standards in subsection H. 1., above, may be assigned for up to 6 months without waiver.

c. When the statutory qualification standards must be waived for the assignment of a general officer, a flag officer or a civilian equivalent, to a CAP, the Secretaries of the Military Departments and the Heads of DoD Components (other than the Military Departments) must notify the USD(A&T) at least 30 days prior to the proposed assignment.

I. ASSIGNMENT QUALIFICATIONS: SENIOR CONTRACTING OFFICIALS

1. Standard. Four years of contracting experience.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or DAE, delegable only to the DACM.

3. Waiver Procedures

a. Appointing authority shall submit DD Form 2601, "Department of Defense Senior Contracting Official -- Waiver Request," (or equivalent), to the DACM.

b. Quarterly, the DACMS shall file copies of approved waivers with the Director, AET&CD.

4. References

a. Standard. 10 U.S.C. 1735(e) and 1737(b), and DoD Instruction 5000.58 paragraph F.6.e. (references (d) and (g)).

b. Waivers. Section 1737(c) of reference (d), and subparagraph F.6.f.(7) of reference (g).

c. Reporting. Sections 1761(b) and 1762(c)(1O) of reference (d), and DoD Instruction 5000.55, paragraph F. 16.i., and enclosures 14 and 28 (reference (y)).

5. Comments

a. Those are CAPS, requiring Acquisition Corps membership. Therefore, sections J. and L., below, are additionally applicable.

b. Acquisition Corps members who do not meet the standards in subsection I. 1., above, may be assigned for up to 6 months without waiver.

J. ASSIGNMENT QUALIFICATIONS: CAPs

1. Standards

- a. Member of an Acquisition Corps.
- b. Member has signed written agreement to stay in the assignment for 3 years.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or DAE, delegable only to the DACM.

3. Waiver Procedures

- a. Appointing authority shall submit the request to the DACM (no standard form is provided).
- b. Quarterly, the DACMS shall file copies of approved waivers with the Director, AET&CD.

4. References

- a. Standards. 10 U.S. C. 1733, and 1734(a)(2); DoD Directive 5000.52, subsection D. 10; and DoD Instruction 5000.58, paragraph F.6.f. (references (d), (h), and (g)).
- b. Waivers. Section 1737(c) of reference (d) and paragraph F.6.f. of reference (g).
- c. Reporting. Section 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F. 16.j. and enclosure 14 (reference (y)).

5. Comments

- a. Standards do not apply to an employee who was in a CAP on October 1, 1992, for purposes of qualifying to continue to serve in such position.
- b. Section L, below, lists the standards for membership in an Acquisition Corps, which must be met or waived before assignment into a CAP.

K. ASSIGNMENT PERIOD (TENURE): CAPs

1. Standard. Component heads shall assign persons to CAPS for not less than 3 years.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or DAE, delegable only to the DACM.

3. Waiver procedures

a. Appointing authority shall submit DD Form 2592, "Department of Defense Waiver of Assignment Period in Critical Acquisition Positions," (or equivalent), to the DACM for waiver of the 3-year assignment period.

b. Quarterly, the DACMS shall file copies of approved waivers with the Director, AET&CD.

4. References

a. Standard. 10 U.S.C. 1734(a)(l), and DoD Instruction 5000.58, paragraph F.6.f. (references (d) and (g)).

b. Waivers. Section 1734(d) of reference (d), paragraph F.6.f. of reference (g).

c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.j. and enclosures 14 and 23 (reference (y)).

5. Comments

a. For a DPM only, the assignment period requirement is statutorily waived when the individual is reassigned to another CAP from the position of DPM. In such cases, a Component-level waiver need not be processed nor submitted to the Director, AET&CD.

b. In rare cases, Acquisition Executives may execute tenure waivers at the beginning of an assignment. In those instances, a written tenure agreement is not required.

L. QUALIFICATIONS: SELECTION INTO AN ACQUISITION CORPS

1. Standards

- a. GS - 13, and above or O-4, and above.
- b. Education. Bachelor's degree OR ACPB certification of advancement potential. (This standard may be met by ACPB certification but MAY NOT be waived.)
- c. Education. Twenty four semester credit hours of study from among the following disciplines: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management; OR 24 semester credit hours in the person's career field AND EITHER 12 semester credit hours from among the disciplines listed in this paragraph, OR training in these disciplines equivalent to the 12 semester credit hours requirement, as prescribed by the Secretary of Defense. (Credit hour standards may be met by approved examinations.) (Allowable "quantitative methods" courses would be those mathematics courses applied to business and management such as statistics, operations research and mathematics normally taught in schools of business or management. Pure mathematics courses, such as calculus and differential equations would not meet the intent of the legislation and would not be counted toward credit in "quantitative methods.")
- d. Experience. Four years of acquisition experience.
- e. Training. Certification at Level II or Level III; or completion of all mandatory Level II or Level III acquisition career field training.

2. Exceptions

- a. Education standards (degree and credit-hour standards, paragraphs L. lb. and L. l.c., above) do not apply to employees with 10 years of acquisition experience on October 1, 1991. Such employees may enter an Acquisition Corps without the education standards being waived.
- b. Employees are exempt from the degree standard (paragraph L. lb., above) if they meet all three of the following conditions:
 - (1) Were serving in an acquisition position on October 1, 1991.
 - (2) Had less than 10 years in acquisition positions as of October 1, 1991.
 - (3) Have 24 semester credit hours in the disciplines stated in paragraph L. l.c., above. Combinations of college credit courses and approved equivalency examinations totaling 24 semester credit hours maybe used, but there is no alternative to the requirement that the 24 hours all be in the stated, business-related disciplines.

3. Authority To Grant Waiver. Component ACPB.

4. Waiver Procedures

a. Refer to the DACM for Component procedures. DD Form 2588, "Department of Defense Acquisition Corps-Waiver Request," or equivalent applies.

b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

5. References

a. Standards. 10 U.S.C. 1732 (a), 1732(b) and 1732(c), DoD Directive 5000.52, subsection D. 7., and DoD Instruction 5000.58, subsection F.4. (references (d) (h), and (g)).

b. Waivers. Section 1732(d) of reference (d), and paragraph F.4.c. of reference (g).

c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD-Instruction 5000.55, paragraph F. 16.i. and enclosures 14 and 20.(reference (y)).

M. QUALIFICATIONS: WARRANTED CONTRACTING OFFICERS

1. Standards For Granting a Warrant Above The Small Purchase Threshold

a. Training. Completed mandatory contracting courses for positions at the level and grade at which the person is serving. Certification at that level is sufficient to meet this standard.

b. Education. Bachelor's degree OR 24 semester credit hours in certain disciplines OR pass approved equivalency examinations. The following are the disciplines which can be used: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management. For a mathematics course to be considered "quantitative methods" it must be mathematics applied to business and management, such as probability, statistics, operations research, or mathematics as is normally taught in a school of business, and not pure mathematics such as calculus or differential equations. Equivalency exams are given at installation education centers under a program managed by the DANTES.

c. Experience. Two years in contracting position(s).

2. Exception. The education standard (paragraph M. 1b., above) does not apply to employees who on October 1, 1991, had 10 years of acquisition experience.

3. Authority To Grant Waiver. Component ACPB.

4. Waiver Procedures

a. Refer to the DACM for Component procedures. DD Form 2591, "Department of Defense Contracting Officer Waiver Request," or equivalent applies.

b. Quarterly, the DACMS shall file copies of approved waivers with the Director, AET&CD.

5. References

a. Standards. 10 U.S.C. 1724(a) and 1724(c), DoD Instruction 5000.58, paragraphs F.7.a., F.7.b., F.7.c., and F.7.d., and DFARS Part 201.603-2 (references (d), (g), and (j)).

b. Waivers. Section 1724(d) of reference (d), and paragraph F.7.e. of reference (g).

c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F. 16.i. and enclosures 14 and 22 (reference (y)).

N. QUALIFICATIONS: CONTRACTING OCCUPATION (GS- 1102)



1. Standard

Education, Bachelor's degree, OR 24 semester credit hours in certain disciplines, OR pass approved equivalency examinations. The following are the disciplines which can be used: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management. For a mathematics course to be considered "quantitative methods" it must be mathematics applied to business and management, such as probability, statistics, operations research, or mathematics as is normally taught in a school of business, and not pure mathematics such as calculus or differential equations. Equivalency exams are given at installation education centers under a program managed by the DANTES. Training courses with ACE credit recommendation may not be counted toward the 24 semester credit hour requirement.

z. Exceptions

a. The standard does not apply to employees who on October 1, 1991, had 10 years acquisition experience.

b. The standard does not apply to any employee for the purpose of continuing to serve in the position in which the employee was serving on October 1, 1993, or any other position in the same or lower grade and involving the same or lower level of responsibilities as the position in which the employee is serving on such date. (Employees MUST meet the standard to advance into a HIGHER-graded position.)

3. Authority To Grant Waiver. Component ACPB.

4. Waiver Procedures

a. Refer to the DACM for Component procedures. DD Form 2591, or equivalent applies.

b. Quarterly, the DACMS shall file copies of approved waivers and ACPB certifications with the Director, AET&CD.

5. References

a. Standard. 10 U.S.C. 1724(b) and (c), and DoD Instruction 5000.58, paragraphs F.7.a., F.7.b., F.7.c., and F.7. d. (references (d) and (g)).

b. Waivers. Section 1724(d) of reference (d), and paragraph F.7.e. of reference (g).

c. Reporting. Sections 1761(b), 1762(c)(7), and 1762(10) of reference (d), and DoD Instruction 5000.65, paragraph F. 16.i., and enclosures 14 and 22 (reference (y)).

d. Comments. If the position is a CAP, additional standards apply. See sections J. and L., above. If the position requires a contracting warrant above the small purchase threshold, section M, above, applies.

O. ASSIGNMENT QUALIFICATIONS: POSITION CERTIFICATION

1. Standard. Organizations must ensure that individuals meet the certification standards of the position to which they are assigned.

2. Authority To Grant Waivers. Waiver authority rests with the Acquisition Executive or DoD Component Head and may be delegated as follows:

a. For Levels I and H, waiver approval authority shall be at least two tiers above the individual's supervisor, or at the SES, general or flag officer level, whichever is lower.

b. For Level 111, waiver approval authority shall be no lower than the commander of an acquisition command, the commander of a major field installation under a defense agency, a general, flag officer or SES in the same functional career field, or the DACM.

3. Waiver Procedures

a. Assignment to acquisition positions requires that the candidate possess the certification standards of the position before or within 18 months of being assigned to a position to which certification standards apply.

b. If the incumbent does not meet the certification standards within 18 months, the organization must initiate a position certification waiver. (No standard form is provided.)

c. AU Acquisition Executives, through the DACM, shall maintain and be able to provide the USD(A&T), on request, information on the number of waivers granted and the rationale for each waiver.

4. References

Standards. 10 U.S.C. 1723(a), and DoD Instruction 5000.58, subsection D.7. (references (d) and (g)).

5. Comment. A position certification waiver does not constitute certification of the individual. The waiver allows the individual to remain in his or her assigned position.